



## **GUIDE & CHECKLIST FOR LAND RECLASSIFICATION**

### **FIRST STAGE: UPON APPLICATION**

The applicant sends a **Letter of Intent** (LOI) to the City Mayor with the following attachment/s such as:

- Transfer Certificate of Title
- Copy of Tax Declaration
- Real Property Tax Payment/s
- Vicinity Map and Sketch Plan of Lot Property/ies
- Contact Number/s of the applicant

### **SECOND STAGE: ONCE THE CPDO RECEIVED THE REFERRAL SLIP/ MEMO FROM THE CITY MAYOR'S OFFICE, THE FOLLOWING STEPS WILL BE UNDERTAKEN, TO WIT:**

- a. CPDO conducts Site Inspection upon received of referral slip/memo from the Mayor's Office
- b. CPDO will render an inspection report for submission to the Mayor's Office & City Administrator's Office
- c. In case the project site is evaluated as conforming or recommendable for reclassification, such inspection report will be endorsed by the Mayor's Office to the Sangguniang Panlungsod for committee meeting and possible reclassification of concerned lot property/ies subject for the submission of related clearances including:
  - Barangay Resolution
  - Conformity Signatures
  - Certificate from DAR- Certificate of Non-Tenancy
  - Certificate from DA- Eligible Form for Conversion
  - Certificate from NIA- Not covered in the Irrigation System
  - Certificate from DENR- ECC (Environmental Compliance Certificate)
  - and other incidental requirements as the case may be.Such related clearances will be coordinated with the subject applicant concerned.

### **THIRD STAGE: ENACTMENT OF A SANGGUNIANG PANLUNGSOD RESOLUTION APPROVING THE PROJECT SITE FOR RECLASSIFICATION FROM AGRICULTURAL TO OTHER USES.**

1. Once a Sangguniang Panlungsod (SP) Resolution was enacted by the Honorable SP Committee concerned, such SP Resolution will be then forwarded to the City Mayor's Office.
2. After receiving the copy of the SP resolution, the CPDO coordinates/instructs the applicant to submit pertinent clearances, plans and documents for the processing of permits appropriate for the project being proposed.
3. CPDO reminds the applicant that the project being proposed should be an ECC/CNC compliant first whichever is applicable, before the project operation commence thru the assistance of the City Environment and Natural Resources Office (CENRO).